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SECRETARY OF THE AIR FORCE**



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**AIR FORCE MATERIEL COMMAND
Supplement 1**

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Information Management

**THE INFORMATION COLLECTIONS AND
REPORTS MANAGEMENT PROGRAM;
CONTROLLING INTERNAL, PUBLIC, AND
INTERAGENCY AIR FORCE INFORMATION
COLLECTIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 37-1, *Air Force Information Management*; Department of Defense (DoD) Directive 8910.1, *Management and Control of Information Requirements*, June 11, 1993; and DoD 8910.1-M, *DoD Procedures for Management of Information Requirements*, November 1986, with Change 1. It establishes procedures and assigns responsibilities for managing and controlling information collections and reporting requirements and developing the information collection budgets (ICB) according to *The Paperwork Reduction Act* (Public Law 96-511, as amended, Title 44, United States Code [U.S.C.], Chapter 35). This instruction also gives guidelines and procedures for licensing internal information reports and collections, requesting information from the public, Federal interagency reporting requirements, and reporting projected public information collections to the Congress (ICB). (See Title 5, Code of Federal Regulations [CFR], Part 1320, *Controlling Paperwork Burdens on the Public*, current edition.) Send all supplements to this instruction to SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610 for approval. Send comments and suggested improvements, through channels, on AF Form 847, **Recommendation for Change of Publication**, to the same address. See attachment 1 for a glossary of references, abbreviations, acronyms, and terms used in this instruction.

(AFMC) This supplement implements AFRPD 37-1, *Air Force Information Management*, and AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. This supplement expands the guidance provided in AFI 37-124 and applies to all HQ AFMC and field activities. It does not apply to the Air National Guard or the Air Force Reserves.

SUMMARY OF REVISIONS

This instruction renames the Air Force program and implements a new Report Control Symbol (RCS) report, RCS: SAF-AAI(SA)9223, *Semiannual RCS Status Report*. This instruction adds mandatory use of Optional Form (OF) 101, **Summary Worksheet for Estimating Reporting Costs**, when establishing an RCS report (paragraph 2.3.2); and defines levels of approval for RCS reports based on the frequency of the report and associated costs (paragraph 2.5).

(AFMC) This supplement supersedes AFR 4-38/AFMC Supplement 1 and provides updated terminology and instructions.

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Chapter 1

PURPOSE, SCOPE, AND RESPONSIBILITIES

1.1. Purpose. The Information Collections and Reports (ICR) Program:

- 1.1.1. Reduces costly, ineffective, and redundant information collections and reporting requirements.
- 1.1.2. Establishes procedures for information collecting and reporting of internal, public, and inter-agency requirements.
- 1.1.3. Implements portions of chapter 35 of Public Law 96-511, *The Paperwork Reduction Act*, to:
 - Minimize the Federal paperwork burden on the public, small businesses, and state and local governments.
 - Minimize the Federal Government's costs for collecting, maintaining, using, and disseminating information.
 - Maximize the usefulness of information collected, maintained, and disseminated by the Federal Government.
 - Coordinate, integrate and, where practical, create uniform Federal information policies and practices.
 - Make sufficient information available to all commanders and management personnel to achieve mission effectiveness.

1.2. Scope. Managers must control and minimize the burden associated with the collection and reporting of information. They apply the guidelines in this instruction when:

- Establishing and maintaining policies, plans, and objectives.
- Reviewing program proposals.
- Allocating resources.
- Reviewing actual performance against program goals.
- Satisfying statutory, congressional, and other imposed interagency information requirements.
- Collecting information from the public (public reporting).
- Collecting information from within the DoD.

1.2.1. This instruction covers procedures that apply to existing, revised, and new information collections and reports, whether recurring or one-time. Refer to it for guidelines on all types of data and information collecting and reporting techniques.

1.3. Functional Responsibilities. Headquarters US Air Force (HQ USAF), major command (MAJ-COM), field operating agency (FOA), direct reporting unit (DRU) information managers (IM) and all activities generating an information requirement have responsibilities in the ICR Program.

1.3.1. The Directorate of Information Management, Policy Division (SAF/AAIQ), decides policy and oversees the ICR Program through the Air Force Information Management Control Officer (IMCO). The IMCO:

- 1.3.1.1. Manages the Air Force ICR Program.

1.3.1.2. Serves as technical advisor to the Air Force.

1.3.1.3. Acts as liaison between the Air Force and all other DoD and Federal agencies.

1.3.1.4. Reviews all requests for internal, public, and interagency information collections.

1.3.1.5. Submits the following to DoD:

- Requests for approval of public and interagency collections.
- Public collection *Federal Register* Notices.
- ICBs.

1.3.1.6. Grants RCS licenses to HQ USAF internal reports.

1.3.1.7. Issues a semiannual inventory of Air Force RCS reports (AFCAT 37-140, *The Air Force Catalog of RCS Reports*).

1.3.1.8. Reviews, analyzes, and reports the results of the RCS: SAF-AAI(SA)9223, *Semiannual RCS Status Report*, to HQ USAF.

1.3.1.9. Reviews and coordinates on all departmental regulations and forms.

1.3.1.10. Monitors the triennial revalidation of all HQ USAF-licensed reporting requirements.

1.3.2. Commanders at all levels implement this instruction. Each HQ USAF and SAF functional organization names an ICR manager and sends SAF/AAIQ the name, functional address symbol, and telephone number whenever a new ICR manager is assigned. HQ USAF and SAF functional organizations will schedule a deskside orientation with SAF/AAIQ for newly appointed ICR managers.

1.3.2. (AFMC) The Command Information Collections and Reports Management Program (ICR Program) is established at HQ AFMC within the Directorate of Communications.

1.3.3. HQ USAF, MAJCOM, DRU, and FOA IMs manage the ICR Program.

1.3.4. IMs appoint an ICR manager and send the name, functional address, and telephone number to SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610. Recommend newly appointed MAJCOM ICR managers schedule an orientation and training visit to HQ USAF, SAF/AAIQ. Contact the Air Force IMCO for more information.

1.3.4. (AFMC) ICR managers are established at all AFMC field activities to implement the Air Force ICR Program according to the basic instruction and this supplement. Information managers at all product, test, and logistics centers, and AFMC direct reporting units, appoint an ICR manager to report directly to the HQ AFMC ICR Manager. Provide the name, functional address, telephone and fax numbers of the direct reporting ICR manager and any changes in writing to the HQ AFMC ICR Manager, HQ AFMC/SCV, 4225 Logistics Avenue, Suite 4, Wright-Patterson AFB OH 45433-5743.

1.3.4.1. (Added-AFMC) Each HQ AFMC two-letter organization names an ICR focal point not lower than division level to serve as the liaison between their functional offices and the HQ AFMC ICR Manager. If two or more ICR focal points are required because of the organization size and workload, a primary ICR focal point is named to manage and control the overall organizational ICR Program with the authority to act for the organization. The directorate or equivalent notifies the HQ AFMC ICR Manager in writing of the name, office symbol, and telephone number of designated ICR focal points, and any changes. AFMC field units establish ICR focal points as required.

1.3.4.2. (Added-AFMC) HQ AFMC ICR focal points establish internal operating procedures to manage their information requirements. Include ICR focal points in the coordination cycle for all information collections actions to comply with required internal operating procedures. ICR focal points will:

- Maintain a file on each report to include a copy of approved AF Form 130, **Application for Approval of Report**, with Optional Form 101, **Summary Worksheet for Estimating Reporting Costs**, Standard Form 83, **Request for OMB Review**, with supporting documentation, or Standard Form 360, **Request to Approve an Interagency Reporting Requirement**, with supporting documentation.
- Ensure an adequate supply of all required forms is maintained for functional OPRs.

1.3.5. The MAJCOM, DRU, and FOA ICR managers:

1.3.5.1. Assign command- and agency-level RCS numbers to justified and validated reporting requirements.

1.3.5.1. (AFMC) The HQ AFMC ICR Manager assigns report control symbols (RCS) numbers according to paragraphs 2.4 and 2.13, this supplement.

1.3.5.2. Maintain, update, and issue a semiannual inventory of command- and agency-level RCS reports. Send a copy of the inventory to SAF/AAIQ.

1.3.5.2. (AFMC) AFMCPAM 37-101, *AFMC List of Recurring Reports*, is published by the HQ AFMC ICRManager on a semiannual basis (as of the end of March and September) to identify approved recurring reports required by or of AFMC. ICR managers and focal points establish requirements for the AFMCPAM 37-101 with their publications customer account representative.

1.3.5.3. Submit the *Semiannual RCS Status Report*, RCS: SAF-AAI(SA)9223, to SAF/AAIQ, Attn: Air Force IMCO, 1610 Air Force Pentagon, Washington DC 20330-1610, by 1 February and 1 July every year. This report covers the periods from January to June and July to December. It includes:

- The total number of current RCS reports.
- Total workhours generated by the reports.
- Total costs generated by these reports.
- Total number of reports deleted during the period with total workhours and cost savings.

NOTE:

This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue reporting during MINIMIZE.

1.3.5.3. (AFMC) HQ AFMC ICR Manager compiles the Semiannual RCS Status Report, RCS: SAF-AAI(SA)9223 and forwards it to SAF/AAIQ.

1.3.5.4. (Added-AFMC) HQ AFMC ICR Manager sends a monthly Information Reports Notice to all direct reporting ICR managers announcing new or discontinued reports and revised information on continuing reports. Direct reporting ICR managers notify pertinent subordinate units and local organizational ICR focal points. This information is used by the ICR managers to maintain an inventory of reports applicable to their activity.

1.3.6. All ICR managers:

- Give personnel guidelines and training.
- Conduct periodic program reviews.
- Submit data for RCS: SAF-AAI(SA)9223.
- Review and coordinate on all of their agency publications and forms (new or revised) for compliance with this instruction.
- Review all requests for internal, public, and interagency collections.
- Forward public and interagency collections through their chain-of-command ICR managers to SAF/AAIQ.
- Act as technical advisors and liaisons to the Air Force IMCO.
- Conduct triennial revalidation of all reporting requirements.
- Submit the annual ICB to SAF/AAIQ through their chain-of-command.

1.3.6. (AFMC) Third Bullet. HQ AFMC ICR Manager submits the data to the Air Force Information Management Control Officer (IMCO).

1.3.6. (AFMC) Fourth Bullet. Secure all office of primary responsibility (OPR), office of collateral responsibility and other coordination and complete required changes before submitting the final draft prescribing directive to the appropriate ICR manager for final review and coordination.

1.3.6. (AFMC) Eighth Bullet. HQ AFMC ICR Manager initiates action for triennial revalidations.

1.3.7. All organizations generating information collections and reporting requirements need to submit requests for information that are:

- Concise, valid, accurate, and essential to the mission.
- Licensed in accordance with this program.
- Standardized data requirements as referenced in AFI 33-110, *Data Administration* (formerly AFR 4-29).

1.4. Noncompliance Provision. All Air Force organizations that are tasked to submit information will:

- Not respond to nonexempt, unlicensed information requirements. (See paragraphs 2.11, 3.17, and 4.8 for exemptions.)
- Notify the agency and ICR manager making a request for a reporting requirement without an approved control number that they need either an RCS, Office of Management and Budget (OMB) Control Number, or Interagency Report Control Number (IRCN).
- Not collect the required information until the appropriate agency furnishes a control number.

NOTE:

If the requesting agency does not license the requirement, then they must withdraw their request.

1.4. (AFMC) Second Bullet. Direct reporting ICR managers and HQ AFMC functional OPRs provide the HQ AFMC ICR Manager a copy of any unlicensed requirement.

Chapter 2

INTERNAL REPORTING REQUIREMENTS (RCS REPORTS)

2.1. RCS Reports Procedures. This chapter covers procedures for monitoring and controlling internal reporting requirements that Air Force organizations initiate and impose on other Air Force organizations or DoD components or that other DoD components initiate and impose on the Air Force.

2.1. (AFMC) Organizations processing reporting requirements received from higher headquarters and other agencies provide a copy of the reporting instructions through the local ICR manager to the direct reporting ICR manager. Direct reporting ICR managers forward a copy of the instructions to the HQ AFMC ICR Manager.

2.2. Reports or Information Collections That Require a Control Symbol. Status, summary, or statistical information that is compiled and transmitted from one organizational component to another for management purposes requires licensing with a report control symbol. According to DoD policy, "Information requirements that have not been properly approved and symbolized (assigned an information requirements control symbol) shall not be honored."

2.2.1. Sometimes it is necessary for an office of primary responsibility (OPR) for a reporting requirement to query a reporting activity about information contained in an established RCS report. These requests do not constitute a new reporting requirement.

2.2.2. An RCS assigned to a reporting requirement does not apply to the submission of additional information not contained in the original report and required by intermediate headquarters. The intermediate headquarters is required to license the requirement for additional information by issuing an organizational RCS number.

2.3. ICR Managers' Procedures for New and Revised RCS Reports. For each new or revised information requirement, ICR managers:

2.3.1. Review requests submitted on AF Form 130, **Application for Approval of Report**, to determine if they have been properly justified and meet the requirements in 2.3.2 through 2.3.8.

2.3.2. Ensure that requesters have performed a cost analysis and submitted it on OF 101, **Summary Worksheet for Estimating Reporting Costs** (paragraph 2.4.2 and [Attachment 2](#) and [Attachment 3](#)).

2.3.3. Screen against other licensed information collections for redundancy.

2.3.4. Determine whether the request requires the collection of personal information on individuals. If the request collects personal information on individuals, comply with the procedures in AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35).

2.3.5. Review reporting requirements generated in new automated systems with the OPR (paragraph 2.8). Comply with the procedures in AFMAN 37-123, *Management of Records* (formerly AFR 4-30), attachment 3, and AFI 33-112, *Computers and Automatic Data Processing Equipment* (formerly AFRs 700-6 and 700-26).

2.3.6. Review RCS reports to ensure that they're current. **NOTE:** All RCS reports receive 3-year licenses.

2.3.7. Rescind RCS reports at the organizational level if their licenses have expired.

2.3.8. Assign an RCS number at the requester's organizational level to justified and validated reporting requirements.

2.3.9. Maintain appropriate administrative files for each report initiated by their organization. These files will include, as a minimum, AF Form 130, a copy of the prescribing directive, letter, or message, a copy of associated forms, copies of pertinent correspondence, and copies of supplementing directives (if applicable). **NOTE:** If the prescribing directive is readily available through the OPR or local publications library, maintenance by the ICR manager is not required. Retain records according to AFMAN 37-139, *Records Disposition--Standards* (formerly AFR 4-20, volume 2).

2.3.9.1. (Added-AFMC) HQ AFMC ICR Manager updates the AFMC Automated Reports Management System (P005C) monthly to maintain a current record of approved reports required of AFMC and those levied upon AFMC. Direct reporting ICR managers at installations where the P005C operates maintain the Monthly Basic File List of All Reports Control Symbols (RCS) (PCN: A-P005C-041-AL-8AL), which shows the actual inventory of licensed reports the activity is responsible for. Installations not having access to the P005C system maintain an inventory listing of reports applicable to their activity.

2.4. Application Procedures for New, Revised, or Revalidated RCSs. The organization that generates the reporting requirement must request an RCS number. Generating organizations submit the information in paragraphs 2.4.1 through 2.4.4 through their component ICR manager, when requesting approval for a new or revised RCS report or when revalidating a report triennially.

2.4. (AFMC) ICR managers review AF Forms 130, Optional Forms 101 and proposed report prescribing directive before submission by the field functional OPR through their chain-of-command to the HQ AFMC functional (mission) OPR for evaluation and staffing. HQ AFMC OPR submits the documentation through the ICR focal point to the HQ AFMC ICR Manager for approval and assignment of an RCS.

2.4.1. AF Form 130, **Application for Approval of Report:**

2.4.1. (AFMC) In preparing AF Form 130 for automated reports or manual reports requiring automated feeder data, item 16 must identify the data system designator of the system or systems and identification of all products by product control number (PCN). Multiple products (same frequency and recipients) will be identified by part number and a subtitle. Program RCS and official title along with part and subtitle on each product when a report is comprised of multiple products. Give special attention to item 11, emergency status code, for manual reports requiring automated feeder data and automated reports flowing through multiple systems.

2.4.2. Optional Form (OF) 101, **Summary Worksheet for Estimating Reporting Costs.** See attachment 2 for instructions on preparing the OF 101 and attachment 4 for a sample OF 101. **NOTE:** Add workhours to costs shown in Column (a), Direct Personnel, on the OF 101.

2.4.3. A copy of the title page and pertinent section of the prescribing directive.

- You may prescribe an RCS report in a policy letter or message for a one-time report or to expedite a recurring reporting requirement prior to implementation in a prescribing directive.
- Recurring reporting requirements must be included in a prescribing directive within 120 days.

NOTES: Prescribing directives and policy letters must include:

1. The RCS number and title of the report.
2. What data is submitted, who submits it, when it is due, and where it is sent.
3. An explanation of reporting procedures during emergency conditions as indicated by the emergency status code (ESC) on the AF Form 130 (paragraph 2.6).
4. An explanation of whether to continue to report data during MINIMIZE if the report is sent by message as indicated on the AF Form 130.

2.4.4. A copy of any forms used to collect the requested information. **NOTE:** Forms used to submit data for an RCS report must show the RCS number in the upper right corner. (See AFI 37-160, volume 8, *Air Force Publications and Forms Management Programs--Developing and Processing Forms* [formerly AFR 9-1].)

2.5. Functional Approval Authority. The functional approval authority is the individual who determines the collection to be justified based on an evaluation of the perceived value of the reporting requirement in relation to the burden imposed on the Air Force.

2.5.1. The functional approval authority validates the requirement for the proposed RCS report by signing the AF Form 130.

2.5.2. Division Chief or above must sign AF Forms 130 for RCS reports at all organizational levels. **EXCEPTIONS:** Director or above must sign all AF Forms 130 for RCS reports that project associated costs of \$250,000 to \$500,000. Deputy Chief of Staff (DCS) or equivalent level must sign all AF Forms 130 for RCS reports that are collected on a weekly or daily frequency and/or have associated costs over \$500,000.

2.5.2. (AFMC) Signature level requirements on AF Forms 130 are as follows:

- Request for a new recurring report: Directorate or equivalent level (two letter).
- Request for revision of existing report: Directorate or equivalent level (deputy director or executive officer).
- Request for a one-time report: Division level.

2.6. Emergency Status Code (ESC). OPRs generating an internal information collection assign an ESC to guide the reporting procedures during emergency and crisis conditions. The status and precedence code assigned to a report should reflect its need during conditions that are sufficiently degraded to hinder the collection of the data.

2.6.1. The assignment of the ESC is important because a report with a lesser precedence may affect another with a higher precedence which could directly affect the wartime mission. It's important to examine a report in relation to overall data requirements when assigning an ESC. Many reports affect up-channel reporting requirements.

2.6.2. Use these codes and their definitions in the directives that prescribe or implement the reporting requirement. Include one of the following statements:

"This report is designated emergency status code..."

D - Immediately discontinue reporting data requirements during emergency conditions.

C1 - Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates.

C2 - Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

C3 - Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible."

2.7. MINIMIZE. OPRs generating an internal reporting requirement that is sent by message must consider reporting procedures during MINIMIZE (see definition in [Attachment 1](#)). The prescribing directive for these reports must include the following statements:

- *Continue reporting during MINIMIZE.*
- *Discontinue reporting during MINIMIZE.*

2.8. Licensing Reporting Requirements in Automated Systems:

2.8.1. An organization developing an automated system must coordinate with the MAJCOM ICR manager to ensure all reporting requirements are properly licensed. Coordinate with the Air Force IMCO if it is an Air Force-wide system. The OPR for the system should consider what will happen to all reports uploaded from one organizational component to another or generated either on paper, tape, or computer output microfilm.

2.8.2. The OPR for a new automated system will list in the Electronic Records Proposal, as prescribed in AFMAN 37-123:

- The system's main output products and control symbols (if already assigned).
- Frequency of preparation (i.e., weekly, monthly, annually).
- Activities that input the data for the report.
- Activities that require the data for the report. Indicate if the information is transferred to other systems.

2.8.3. The MAJCOM ICR manager or the Air Force IMCO will work with the OPR to determine what data submissions require a control symbol. Follow procedures in paragraph 2.3 to request the appropriate control symbols. (See AFI 33-112, *Computers and ADPE Management*, for C4 systems managers' responsibilities.) **NOTE:** All output products that collect information for a licensed report must display the appropriate control symbol.

2.8.3. (AFMC) Operations and users manuals will have an attachment listing the output products. Include the following information for each product, as applicable: PCN, RCS, full title, security, media (e.g., hard copy, magnetic tape, screen), frequency, as of date, due date, number of copies, recipient (list all recipients on and off base).

2.9. Discontinuing and Superseding an RCS Reporting Requirement. Originating organizations that want to discontinue or supersede an RCS reporting requirement must:

- Send written notification to the reporting activities if they have superseded or discontinued an RCS report.

- Revise the directive that prescribes the RCS report by issuing a change to reflect the current status of the reporting requirement. Include this information in the summary of changes paragraph once the directive is rewritten.
- Submit a copy of the written notification and a draft of the revised directive or change to the component ICR manager or the Air Force IMCO.

2.9. (AFMC) Third Bullet. Coordinate the draft of both the written notification and the revised directive or change with the HQ AFMC ICR Manager.

2.10. Triennial Revalidation:

2.10.1. The OPR for the RCS report must revalidate the reporting requirement every 3 years according to the procedures in paragraph 2.4. of this instruction.

2.10.1. (AFMC) The HQ AFMC ICR Manager furnishes the HQ AFMC ICR focal points a list of their reporting requirements annually that require triennial revalidation that year, and the expiration date. ICR focal points set up a suspense file and work with the functional OPRs to ensure each requirement is revalidated before the expiration date, or discontinued according to paragraph 2.9, basic instruction and this supplement.

2.10.2. The ICR manager/Air Force IMCO identifies any RCS reports that have not been revalidated in 3 years and lists them as expired in the organizational component's list of RCS reports or the AFCAT 37-140.

2.11. Exemptions From RCS Licensing Procedures. DoD and Air Force licensing procedures exempt the types of internal information requirements described in paragraphs 2.11.1 through 2.11.12.

2.11.1. Substantive intelligence or counterintelligence reports, personnel security reports, and other investigative surveys and reports that relate to safeguarding defense information, protecting DoD functions and property, and handling civil disturbances within the United States and its territories and possessions. **EXCEPTION:** ICR managers must license statistical and summary reports for management review that don't bear directly on a specific intelligence matter.

2.11.2. Reporting requirements within a base or headquarters that flow laterally, on the same level of command. **EXCEPTION:** ICR managers must assign an RCS number for lateral reporting requirements that make it necessary to collect information at subordinate levels.

2.11.3. Information or documentation such as requisitions, material release orders, or supply status notices processed and transmitted within an operational system. **EXCEPTION:** ICR managers must license summary and evaluation output reports that they transmit to higher headquarters.

2.11.4. Reports of survey and any reports of findings, recommendations, or actions on a specific matter prepared by an official committee, board, survey team, study group, or task force.

2.11.5. Routine comments, concurrences, certifications, authorizations, recommendations, and evaluations for a proposed action, plan, policy, procedure, organization, mission, publication, agenda, or course of action.

2.11.6. Public information releases.

2.11.7. Accounting system source documents and output reports that have been justified in accordance with DoD directed procedures during the accounting system concept and design process.

2.11.8. Reports of audits, reports generated from internal reviews, investigations of charges, complaints, claims, or violations of law or regulation. **EXCEPTION:** ICR managers must license the statistical and summary information required to prepare a published audit report. They must also license reports of internal reviews imposed by and transmitted to a higher headquarters.

2.11.9. Routine requests for cost estimates for a specific licensed reporting requirement.

2.11.10. Operating documents (see definition in [Attachment 1](#)).

2.11.11. Budget estimates and President's budget exhibits required by DoD 7000.14-R, Volume 2A and 2B, *DoD Financial Management Regulation, Budget Formulation and Presentation*, May 1993.

2.11.12. A report compiled from information retrievable from the originating organization's own files and not generated solely due to the requirement for the report.

2.12. Exemption Statement. When you cite an exemption in an implementing directive, instruction, or regulation, cite this instruction and appropriate paragraph as the authority for the exemption. For example,

"The reporting requirement in this directive (chapter, paragraph, etc.) is exempt from licensing in accordance with paragraph 2.11.6 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*."

2.13. Assigning RCS Symbols. ICR managers will assign RCS symbols according to [Figure 2.1](#).

Figure 2.1. Assigning an RCS Symbol.

(1) (2) (3)

EXAMPLE: HAF-DPP(Q)9409

(1) Functional Address Symbol of the Requester.

(2) Report Frequency:

(D) Daily.

(W) Weekly.

(M) Monthly.

(BM) Bi-Monthly.

(Q) Quarterly.

(SA) Semiannually.

(A) Annually.

(BE) Biennially.

(AR) As Required.

(OT) One-Time.

(3) Four-Digit Number. The first two numbers in 9409 represent the calendar year assigned (1994); the last two represent the sequence of the report (the ninth report issued for HQ USAF in 1994); 9409 is the ninth report issued for HQ USAF in 1994.

2.13. (AFMC) The HQ AFMC ICR Manager assigns all RCS symbols. These symbols will reflect the HQ AFMC two-letter functional address symbol. (OPRs for reports cannot arbitrarily redesignate reports to conform to a reorganization without prior approval from the HQ AFMC ICR Manager. This restriction is necessary to avoid duplication of RCSs.)

Chapter 3

PUBLIC REPORTING REQUIREMENTS

3.1. How *The Paperwork Reduction Act* Bears on Collecting Information From the Public. Public Law 96-511, *The Paperwork Reduction Act of 1980*, as amended, covers the policy for collecting information from the public. *The Act* attempts to minimize the Federal paperwork burden on the public. This chapter provides:

- The procedures for requesting OMB approval for establishing, revising, and canceling public information collections. (See definition in [Attachment 1](#).)
- Guidelines on preparing and submitting Standard Form (SF) 83, **Request for OMB Review**, supporting statements, and pertinent documentation.

3.2. The Scope of *The Act*. *The Act* applies to all executive departments, Military Departments, Government corporations, Government-controlled corporations, and other establishments in the executive branch of the Federal Government. All of the Federal Government's independent regulatory agencies must adhere to it.

3.3. Agencies Exempt From Licensing Public Information Collections. *The Act* exempts the following agencies from licensing public information collections:

- The Federal Election Commission.
- All congressional and judicial agencies.
- The General Accounting Office.
- Governments of the District of Columbia, and territories and possessions of the United States.
- Government-owned-contractor-operated (GOCO) facilities, and production operations.

3.4. The Annual Information Collection Budget (ICB)--RCS: DD-C3I(A)1680, *ICB Annual Plan*. (See definition in [Attachment 1](#).)

3.4.1. ICR managers will respond to the annual call for projected ICBs.

3.4.1. (AFMC) The annual call for projected Information Collection Budgets historically has a very short suspense. The HQ AFMC ICR Manager faxes the requirement to the direct reporting ICR managers, who canvass their functional OPRs and subordinate units. The HQ AFMC ICR Manager hand-carries the requirement to the HQ AFMC two-letter organizations (ICR focal points) who then canvasses their functional OPRs.

3.4.2. Submit your responses to SAF/AAIQ, Attn: Air Force IMCO, 1610 Air Force Pentagon, Washington DC 20330-1610.

3.4.2. (AFMC) Submit responses including negative replies in writing to the HQ AFMC ICR Manager.

3.5. New and Revised Public Information Collections. ICR managers ensure that organizations requesting public information submit each new and revised request for OMB approval according to paragraph 3.8 of this instruction.

3.6. Waiver Requests for the Federal Education Data Acquisition Council (FE DAC):

3.6.1. The OPR for a public data collection marks "yes" on SF Form 83, item 25, if the organization needs to collect information relating to a Federal education program.

3.6.2. The Department of Education (DOE) includes all public collections relating to Federal education in the *Annual Listing of Approved and Publicly Announced Education Data Requests*. DOE makes a public announcement of the organizations on this list by February 15 each year.

3.6.3. Organizations must submit a waiver request to FEDAC if both these criteria are met:

- The annual listing does not include your collection.
- Your ICR manager says that your collection requires a waiver.

3.6.4. FEDAC allows the waiver if your collection will furnish urgently needed information or if the FEDAC considers the circumstances surrounding the request to be very unusual.

3.6.5. The waiver must be addressed to: The Director, Information Management and Compliance Division. (This is the address on the correspondence only; no envelope with a complete address is needed because the waiver correspondence is part of the package submitted to SAF/AAIQ.)

3.6.6. Use this wording for the opening of the waiver: "The (*agency name*) requests a waiver from the law that states, "no information or data will be requested of an educational agency or institution unless that request has been approved and publicly announced by February 15, immediately preceding the beginning of the new school year, unless there is urgent need for this information or a very unusual circumstance regarding it." The (*agency name*) requests a waiver for this form (*include title and OMB number, if applicable*)."

3.6.7. In the body of the waiver request, state:

- The reason for the request.
- Why the organization needs the requested information.
- How not collecting this information would affect the OPR's organization.

3.6.8. Name a point of contact that the Information Management and Compliance Division may contact for further information.

3.7. Expired Public Information Collections. OMB licenses a public information collection for 3 years, according to *The Act*. All public information collections carry an expiration date. **NOTE:** AN EXPIRED PUBLIC INFORMATION COLLECTION IS AN ILLEGAL COLLECTION OF INFORMATION AND MUST BE DISCONTINUED UNTIL PROPER APPROVAL HAS BEEN GIVEN.

3.8. OMB Approval Application Procedures:

3.8.1. The organization component that generates the public information collection must request approval and licensing from OMB.

3.8.2. Requesters submit the following information to their component ICR manager:

- An SF 83. Include at least two key words from the *GAO Legal Thesaurus* in item 13. (See [Attachment 4](#) of this instruction for a sample SF 83.)
- A supporting statement (see [Attachment 5](#) of this instruction for a sample statement).

- A copy of the instrument of collection in final draft version. If the instrument of collection is a form, the agency Forms Management Office prepares the final draft according to procedures in AFI 37-160, volume 8.
- If the instrument of collection is not a form, contact your ICR manager for instructions on referring to an OMB approval number, expiration date, and Agency Disclosure Notice (ADN) on the final draft of your survey, questionnaire, or letter. See the ADNs listed in paragraph 3.9. of this instruction.
- The title page and pertinent sections of any regulatory and statutory authorities.
- If applicable, a FEDAC waiver request (paragraph 3.6).
- If applicable, a letter of justification (paragraphs 3.11 through 3.14).

NOTE:

Comply with the specific instructions in SF 83A, Instructions for Standard Form 83, when preparing the SF 83 and the Supporting Statement.

3.8.3. The ICR manager forwards an original and four copies of SF 83 and applicable documentation listed in paragraph 3.8.2 to SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610.

3.8.3. (AFMC) Forward an original and five copies of Standard Form 83 and applicable documentation to the HQ AFMC ICR Manager.

3.9. Agency Disclosure Notice (ADN) (see definition in attachment 1):

3.9.1. Display the following ADN at the top of the instrument of collection immediately under the OMB Control Number and expiration date:

Public reporting burden for this collection of information is estimated to average _____ hours (or minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, DIOR, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302; and to OMB, Paperwork Reduction Project (XXXX-XXXX*), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to (address to be furnished by the OPR of the form).

*Enter 8 digit OMB Control Number if previously licensed.

3.9.2. Use the following ADN if the instrument of collection is used both in an electronic (automated) and paper copy format:

Public reporting burden for this collection of information is estimated to vary from _____ to _____ hours (or minutes) per response, with an average of _____ hours (or minutes) per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, DIOR, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302; and to OMB, Paperwork Reduction Project

(XXXX-XXXX*), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to (address to be furnished by the OPR of the form).

*Enter 8 digit OMB Control Number if previously licensed.

3.10. Processing Time. Allow at least 4 months to process a request for OMB approval. The request is forwarded through the following channels:

- Your MAJCOM or HQ USAF functional ICR manager, who forwards the request to the Air Force IMCO. (FOA ICR managers must send their requests through their HQ USAF functional ICR manager.)
- The Air Force IMCO, which forwards the SF 83 package and a *Federal Register* Notice (FRN) to the DoD Clearance Officer.
- The DoD Clearance Officer, who forwards the SF 83 package to OMB and the FRN to the *Federal Register*, which publishes it for 30 days.
- OMB must rule on the SF 83 request within 60 days after the 30-day publication period in the *Federal Register*. This 90-day period is used to give the public an opportunity to comment on this information collection.

3.11. Expedited Processing. An agency may ask OMB to expedite its review of a particular proposed collection of information (5 CFR 1320.18(g)). A compelling need must exist to request expedited processing. An internally imposed suspense (i.e., Air Force, MAJCOM) would not constitute a compelling need to DoD and OMB. OMB is under no statutory or regulatory obligation, however, to complete the review before 60 days has elapsed after the 30-day publication in the *Federal Register*. A separate letter of justification requesting expedited processing must be forwarded with the request and signed by the head of the organization that has overall authority for the program that covers the information collection.

3.12. Emergency Processing. Headquarters Air Force Assistant Secretaries, Deputy Chiefs of Staff, or their equivalent may request emergency processing of a collection of information and specify the time period within which OMB should approve or disapprove of the collection (5 CFR 1320.18). Control numbers assigned to collections of information approved under the "emergency processing" procedures can be valid for not more than 90 days from the date the agency requested approval.

3.12.1. Each request for emergency processing will be prepared for the signature of DoD's Senior IRM Official, the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (C3I), and must be accompanied by a justification meeting the guidelines quoted below from 5 CFR 1320.18:

"A written determination that the collection of information is essential to the mission of the agency, and that public harm will result if normal clearance procedures are followed, or that an unanticipated event has occurred which will prevent the collection of information or cause a statutory or judicial deadline to be missed if normal procedures are followed."

"Information indicating that it (the agency) has taken all practicable steps to consult with interested agencies and members of the public in order to minimize the burden of the collection of information."

3.12.2. OMB will approve or disapprove an "emergency" collection of information within the time period specified by the agency, unless that time period is inconsistent with the purpose of *The Act*. An

inconsistent time period is one that does not permit OMB to determine independently whether the proposed collection of information:

- Is necessary for the proper performance of the agency function.
- Imposes unnecessary or excessive burden.
- Unnecessarily duplicates other available information.
- Has practical utility.

3.13. Request for Extension. Organizations having primary responsibility for a currently licensed public information collection may request a 90-day extension. This request is submitted when further time is needed to prepare the request for OMB review for a collection that is expiring. The request must be signed by the OPR that signed the SF 83.

3.14. Out-of-Cycle Requests. Requests for OMB review for a new public information collection must have been identified in the annual Air Force ICB submission. If not, they are considered "out-of-cycle requests." Include a letter of explanation regarding why the collection was not included in the Air Force ICB when requesting approval of an out-of-cycle request.

3.15. Acquisition-/Procurement-Related Public Information Collections. OMB has approved certain public information collections requested from Federal contractors. Acquisition-/procurement-related information collections flow through Air Force acquisition channels for licensing when organizations request them in connection with:

- Specific sections in the Federal Acquisition Regulation (FAR).
- The Defense Federal Acquisition Regulation Supplement (DFARS).
- Specific sections of the Air Force FAR Supplement (AFFARS) and subordinate agency clauses to these regulations.
- Data Item Descriptions (DID) prescribed in contracts (see DoD Instruction 5000.2/Air Force Supplement 1, *Defense Acquisition Management Policies and Procedures*, February 23, 1991, with Change 1, and AFI 37-160, volume 8, for more information).

NOTES:

1. All public data collections necessary to comply with the FAR and AFFARS requirements may not be currently approved by OMB. Process and approve information collections according to the procedures in this instruction (paragraph 3.8) if they have not been previously approved by OMB. FAR and DFARS clauses require OMB approval through acquisition channels before they are published for Air Force use.
2. The inclusion of a reporting or recordkeeping requirement in a contract work statement or any other contractual provision or exhibit does not fulfill the requirement for an OMB approval or a waiver, as appropriate.
3. RCS numbers assigned to DoD, HQ USAF, and MAJCOM internal reports do not authorize the report or related feeder information to be levied as a public reporting requirement upon any "person" or contractor. Reporting and recordkeeping requirements involving the collection of information from non-Federal agencies, Air Force production or service contractors, or other industrial and commercial companies or manufacturers are subject to a specific prior public reports clearance. Such requirements that are

approved are identified by the citation of an OMB approval number or an exemption statement, as appropriate.

3.16. Canceling an OMB-Approved Information Collection:

3.16.1. OPRs must notify ICR managers in writing if they no longer need a public information collection.

3.16.2. ICR managers forward the cancellation notification to the Air Force IMCO, SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610.

3.16.2. (AFMC) Forward written cancellation notification to the HQ AFMC ICR Manager.

3.16.3. The Air Force IMCO will then forward the request for cancellation on an Inventory Correction Worksheet to WHS/DIOR who will inform OMB.

3.17. Exemptions to OMB Licensing Procedures. Organizations need not submit public information collections described in paragraphs 3.17.1 through 3.17.16 for OMB approval:

3.17.1. Affidavits, oaths, affirmations, certification, receipts, changes of address, consents, or acknowledgments, provided that they entail no burden other than that necessary to identify the respondent (name, address, and identification number). However, any of these documents requesting respondents to provide information relating to the information being certified would require OMB approval.

3.17.2. Samples of products or of any other physical objects.

3.17.3. Facts or opinions obtained by direct observation by an employee or agent of the sponsoring agency or in response to nonstandardized oral communication in connection with such direct observation.

3.17.4. Facts or opinions submitted in response to general solicitations of comments from the general public, provided that no respondent is required to supply specific information pertaining to the commenter, other than that necessary for self-identification, as a condition to the agency's full consideration of the comment.

3.17.5. Information from individuals (including those in control groups) under treatment or clinical examination in connection with research on, or prophylaxis to prevent, a clinical disorder, direct treatment of that disorder, or the interpretation of biological analyses of body fluids, tissues, or other specimens, or the identification or classification of such disorders.

3.17.6. Facts or opinions requested from a single person. However, if the request is required by law or necessary to obtain a benefit, the proposed respondent must be informed that the collection is not subject to OMB approval because it is addressed to nine or fewer persons. The absence of such a statement may result in the imposition of the Public Protection Clause of *The Act*.

3.17.7. Examinations designed to test the aptitude, abilities, or knowledge of the persons tested and the collection of information for identification in connection with such examinations.

3.17.8. Facts or opinions obtained or solicited at or in connection with public hearings or meetings.

3.17.9. Information solicited through nonstandardized followup questions designed to clarify responses to approved collections of information.

3.17.10. Like items so designated by OMB.

3.17.11. Collections of information from Federal employees within the scope of their employment, unless the results are to be used for general statistical purposes.

3.17.12. Members of the Armed Forces serving on active duty, members of their families, and retired members of the Armed Forces when being surveyed within the context of the *FY 1986 Defense Authorization Act*, Section 804, *Surveys of Military Families*.

3.17.13. Information collections addressed to nine or fewer persons. However, agencies are required to ensure that collections of information required by law or necessary to obtain a benefit, and which are submitted to nine or fewer persons, inform potential respondents that the collection of information is not subject to OMB review under *The Act*.

3.17.13. (AFMC) Include the following statement on information collections addressed to nine or fewer persons: "This collection of information is not subject to Office Of Management And Budget review under Public Law 96-511, The Paperwork Reduction Act."

3.17.14. Collections of information conducted by compulsory process pursuant to the *Antitrust Civil Process Act* or Section 13 of the *Federal Trade Commission Improvements Act of 1980*.

3.17.15. Collections of information during the conduct of intelligence activities as defined in Sections 3.4e and 3.4f of Executive Order 12333, *United States Intelligence Activities*, December 4, 1981, or successor orders; and during the conduct of cryptanalytic activities that are communications security activities.

3.17.16. Collections of information during the conduct of Federal criminal, civil, or administrative action with respect to a specific party. This exemption is a limited one. It applies only after a case file or its equivalent is opened with respect to a particular party. It does not apply prior to the opening of such file, and therefore does not apply to:

- Complaints or allegations of an individual(s) or other person(s) that form the basis for the agency's subsequent opening of a case file, even though the file is opened immediately upon receipt of the complaint allegation.
- General investigations that are not focused on a particular party.
- General collections of information about a category of individuals or entities, such as a class of licensees or an industry.

Chapter 4

INTERAGENCY REPORTING REQUIREMENTS

4.1. The Purpose of Controlling Interagency Reporting Requirements. This chapter covers procedures for monitoring and licensing reporting requirements that the Air Force imposes on another Federal agency (see the definition of interagency report in [Attachment 1](#)) or reporting requirements that another Federal agency imposes on the Air Force.

4.2. The Scope of Interagency Reporting Requirements. The General Services Administration (GSA) approves interagency reporting requirements. See *The Act* and the *Federal Information Resources Management Regulation* (FIRMR) for authorization of the Interagency Reports Management Program.

4.3. ICR Managers' Procedures for New and Revised Interagency Reports. Component and organization ICR managers:

- Review all requests for interagency reporting requirements for accuracy and compliance with procedures in this instruction.
- Review for redundant reporting requirements.
- Ensure that any interagency reports generated within their organizations remain current. Interagency reporting requirements expire after 3 years.
- Advise the Air Force IMCO of the requirement.
- Submit the original request and four copies of the documents listed in paragraph 4.4 of this instruction to the Air Force IMCO, SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610.

4.3. (AFMC) Fourth Bullet. Direct reporting ICR managers and focal points advise the HQ AFMC ICR Manager.

4.3. (AFMC) Fifth Bullet. Submit the original request and five copies of the documents to the HQ AFMC ICR Manager.

4.3.1. The Air Force IMCO:

- Contacts the DoD Interagency Reports Coordinator to determine duplicate reporting, availability of information, and requirements for cost estimates from other agencies.
- Allows responding agencies 30 days to reply to requests for cost estimates for existing or proposed interagency reports, and to comment on each proposed new or revised reporting requirement.
- Authorizes the requesting organization, through their ICR manager, to submit the request for an interagency report.
- Submits the Air Force request for an interagency report to DoD.

4.4. Interagency Reports Application Procedures. Organizations generating interagency reporting requirements submit the documentation described in paragraphs 4.4.1 through 4.4.4 through their ICR manager to the Air Force IMCO, to request approval and licensing with an Interagency Report Control Number (IRCN):

4.4.1. The original SF 360, **Request to Approve an Interagency Reporting Requirement** (number of copies to be determined by the ICR manager).

4.4.2. A copy of the final draft of the instrument of collection.

4.4.2.1. If the instrument of collection is a form, the local Forms Management Office prepares the final draft according to procedures in AFI 37-160, volume 8.

4.4.2.2. If the instrument of collection is not a form, write in "IRC�: _____" in the upper right-hand corner and just below that, "Expiration Date: _____."

4.4.3. OF 101, **Summary Worksheet for Estimating Reporting Costs**, showing the cost estimates.

NOTE:

Do not add workhours in column a for interagency reports.

4.4.4. A justification statement in which you:

- State why you need the report and how you will use it.
- Describe the benefits (in dollar value, if possible) that you expect to derive from the collected information
- Assess the likelihood of achieving these benefits.
- Describe how the program will be affected if you do not get the information.
- Identify any responding agencies that took part in designing, testing, and estimating the cost of the proposed report.
- Identify the agencies that agree or disagree with the proposed report, and summarize why.
- Explain how you derived the reporting costs shown on SF 360 (break down costs are shown on the OF 101).
- Describe:
 - How often the reports will be submitted.
 - How you might use exception reporting.
 - How you might use sampling techniques.
 - How you will select respondents.
 - The obligation of respondents to comply.
 - How much detail you plan to include in your report.
 - The format and method of transmission you intend to use for your report.

4.4.5. Responding Agencies:

4.4.5.1. Agencies responding to an interagency reporting requirement must reply within 30 calendar days to written requests for cost estimates for an existing or proposed interagency report.

4.4.5.2. Responding agencies must also submit their comment within 30-calendar days on any proposed reporting requirement.

4.5. Noncompliance Provision. RESPONDING AGENCIES WILL REFRAIN FROM RESPONDING TO ANY INTERAGENCY REPORTING REQUIREMENT NOT APPROVED BY GSA AND WILL INFORM THE AIR FORCE IMCO OF THE UNLICENSED REQUIREMENT.

4.6. Discontinuing an Interagency Report:

4.6. (AFMC) Provide a copy of the written notification to the HQ AFMC ICR Manager. HQ AFMC ICR Manager sends a copy to the Air Force IMCO.

4.6.1. The OPR notifies all respondents in writing when an interagency report is no longer needed, and sends a copy to their component or organization ICR manager.

4.6.2. The ICR manager sends a copy to the Air Force IMCO.

4.7. Organizations Exempt From Licensing Interagency Reports. Legislative branch requirements in statutes or congressional committee requests, and judicial branch requirements in court orders or other judicial determinations are exempt from interagency licensing procedures.

4.8. Reporting Requirements Exempt From Interagency Licensing Procedures. ICR managers must not process the exempt interagency reporting requirements described in paragraphs 4.8.1 through 4.8.4.

4.8.1. Interagency reporting requirements for security-classified information. **EXCEPTION:** Do not waive interagency reporting requirements for nonsecurity-classified information, even if the requesting agency assigns a security classification later.

4.8.2. Operating documents exchanged between and among Federal agencies ([Attachment 1](#)).

4.8.3. Presidential requirements in Presidential directives.

4.8.4. OMB budgetary, program review and coordination, and legislative-clearance requirements.

ROBERT J. McCORMICK
Administrative Assistant

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

Public Law 96-511, *The Paperwork Reduction Act* of 1980, as amended 1986, Title 44, United States Code, Chapter 35

Title 5, Code of Federal Regulations, Part 1320, *Controlling Paperwork Burdens on the Public*, current edition

DoD Instruction 5000.2/Air Force Supplement 1, *Defense Acquisition Management Policies and Procedures*, February 23, 1991, with Change 1

DoD 7000.14-R, Volume 2A and 2B, *DoD Financial Management Regulation, Budget Formulation and Presentation*, May 1993

DoD Directive 8910.1, *Management and Control of Information Requirements*, June 11, 1993

DoD 8910.1-M, *DoD Procedures for Management of Information Requirements*, November 1986, with Change 1

AFPD 37-1, *Air Force Information Management*

AFI 33-110, *Data Administration* (formerly AFR 4-29)

AFI 33-112, *Computers and Automatic Data Processing Equipment* (formerly AFRs 700-6 and 700-26)

AFI 36-2601, *Air Force Personnel Survey Program* (formerly AFR 30-23)

AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35)

AFI 37-160, Volume 8, *Air Force Publications and Forms Management Programs--Developing and Processing Forms* (formerly AFR 9-1)

AFI 65-503, *US Air Force Cost and Planning Factors* (formerly AFR 173-13)

AFMAN 37-123, *Management of Records* (formerly AFR 4-34)

AFMAN 37-139, *Records Disposition--Standards* (formerly AFR 4-20, Volume 2)

AFCAT 37-140, *The Air Force Catalog of RCS Reports*

GAO Legal Thesaurus, September 1987

Federal Acquisition Regulation (FAR)

Defense Federal Acquisition Regulation Supplement (DFARS)

Air Force FAR Supplement (AFFARS)

Federal Trade Commission Improvements Act of 1980, Section 13

Antitrust Civil Process Act

Federal Information Resources Management Regulation (FIRMR)

FY 1986 Defense Authorization Act, Section 804, *Surveys of Military Families*

Abbreviations and Acronyms

ADN—Agency Disclosure Notice

ADPE—Automatic Data Processing Equipment

AFCAT—Air Force Catalog

AFI—Air Force Instruction

AFMAN—Air Force Manual

C4—Command, Control, Communications, and Computers

CFR—Code of Federal Regulations

DAR—Defense Acquisition Regulation

DID—Data Item Description

DoD—Department of Defense

DOE—Department of Education

DRU—Direct Reporting Unit

ESC—Emergency Status Code

FAR—Federal Acquisition Regulation

FEDAC—Federal Education Data Acquisition Council

FOA—Field Operating Agency

FRN—*Federal Register* Notice

GAO—Government Accounting Office

GOCO—Government-Owned Contractor Operated

GSA—General Services Administration

ICB—Information Collection Budget

ICR—Information Collections and Reports

ICR Program—Information Collections and Reports Management Program

IM—Information Managers

IMCO—Information Management Control Officer

IRCN—Interagency Report Control Number

MAJCOM—Major Command

OF—Optional Form

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

RCS—Report Control Symbol

ROTC—Reserve Officer Training Corps

SF—Standard Form

U.S.C.—United States Code

Terms

Agency Disclosure Notice (ADN)—The ADN is a statement used for public information collections. It is put on the instrument of collection as close to the current Office of Management and Budget control number as practicable. It is the agency's disclosure of the estimated average burden hours per response and a request that the public direct any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden to the agency and to OMB's Office of Information and Regulatory Affairs (OIRA).

Federal Agency—A department, independent agency, commission, or establishment of the executive branch.

Federal Education Program—Any Federal agency with a primary purpose of offering instruction or affecting an educational agency's or institution's ability to offer instruction.

Information Collection Budget (ICB)—The Federal Government's projected burden on the public for new requirements to collect information. It is the estimated response time (direct and indirect) for the public to collect, record, and submit information to the Federal Government. Each year the Office of Management and Budget issues a "budget call" for the Federal Government's ICB.

Interagency Report—Data or information transmitted between or among Federal agencies for use in determining policy; planning, controlling, and evaluating operations and performance; making administrative determinations; or preparing other reports. The data or information may be displayed on paper, magnetic tapes, or other media.

Internal Information Collection/Reporting Requirement—Data or information collected by one or more organizational components and transmitted to other organizational components for management purposes. The collections required for management purposes pertain to policy; planning, controlling, and evaluating operations and performance; making administrative determinations; and preparing other reports. It is status, summary, or statistical information in both electronic and manual information systems.

Method of Collection—The mechanism, or method, by or through which an agency conducts or sponsors a collection of information from the public. This does not affect the requirement that the agency obtain and display a currently valid Office of Management and Budget control number on the collection, or the agency's obligation to disclose its estimate of the average burden hours per response. Collections of information may be conducted by mail or through personal or telephone interview, communications via electronic media, automated collection techniques, or any other approach through which the agency may question the respondent.

MINIMIZE—A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically. MINIMIZE applies to all users of Department of Defense (DoD) communications systems, including originators of card and tape traffic. When MINIMIZE is imposed, users of DoD electrical communications must determine that:

- The information to be sent is required to avoid a seriously detrimental impact on mission accomplishment or safety of life.
- Electrical transmission is the only way to get the information to the addressee in sufficient time to accomplish the purpose. (*Allied Communications Publication 121, US Supplement 1*)

Operating Document—A completed form or other document used to facilitate, accomplish, or provide a description or record of a transaction, function, or event. The information in an operating document may provide data or input for a report, but that is not its primary purpose. Examples of operating documents include application forms, purchase orders, personnel actions, bills of lading, payrolls and time sheets, inspection or audit reports, and reports that involve direct command and control of military forces or cryptological activities related to national security.

Public Burden or Burden Hours—The total time, effort, or financial resources required to respond to a collection of information, including the time it takes to read or hear instructions; to develop, modify, construct, or assemble any materials or equipment; to conduct tests, inspections, polls, observations, or the like necessary to obtain the information; to organize the information into the requested format; to review its accuracy and the appropriateness of its manner of presentation; and to maintain, disclose, or report the information.

Public Information Collections—Those collections that require responses from the public. *The Act* defines a collection of information to be: "...the obtaining or soliciting of facts or opinions by an agency through the use of written report forms, application forms, schedules, questionnaires, reporting or record keeping requirements, or other similar methods calling for either:

- (a) Answers to identical questions posed to, or identical reporting or record keeping requirements imposed on, ten or more persons, other than agencies, instrumentalities, or employees of the United States; or
- (b) Answers to questions posed to agencies, instrumentalities, or employees of the United States which are to be used for general statistical purposes."

This includes information collections that are mandatory, voluntary, or required to obtain a benefit.

Public or Person (As Defined in 5 CFR 1320)—Members of the public, or the term "person," include individuals, partnerships, associations, corporations (including government-owned-contractor-operated (GOCO) facilities), business trusts, legal representatives, organized group of individuals, state, territory, or local government. As to particular categories of "person," OMB has determined:

- **Current Federal Employees and Military Personnel**--Current employees of the Federal Government and military personnel, IF, the collection of information is addressed to them in their capacity as individual private citizens (e.g., they file income tax returns, census forms, or other survey, or administrative forms in the same manner as persons not currently employed by the Federal Government or serving in the Armed Forces). **EXCEPTION:** Current employees of the Federal Government, military personnel, military reservists, and members of the National Guard, are not considered members of the public when they are asked to provide information that falls within the scope of their employment and when asked for information about their duty status.
- **Retired Federal Employees and Military Personnel on Inactive Status**--The definition of "person" includes retired and other former Federal civilian employees. It includes retired and inactive military personnel, reservists and members of the National Guard unless you require information about their duty status. (*The FY 1986 Defense Authorization Act*, Section 804, states that the Sec-

retary of Defense may conduct surveys of members of the Armed Forces serving on active duty, families of such members, and retired members of the Armed Forces to determine the effectiveness of existing Federal programs relating to military families and the need for new programs. In this context, consider them to be employees of the United States and not members of the public.)

- **Reserve Officer Training Corps (ROTC)**--ROTC cadets are considered employees of the United States for purposes of 44 U.S.C. 3502, when providing information to instructors during classroom and other training activities. ROTC cadets under contract may be asked to provide further information, as employees of the United States, provided that the information they give remains entirely within the scope of their employment. (**NOTE:** For surveys of Air Force personnel, see AFI 36-2601, *Air Force Personnel Survey Program* [formerly AFR 30-23]. Unless exempt, they may require licensing.)

Public Protection Clause—Regardless of any other provision of law, no person can be penalized for failure to comply with any collection of information that does not display a currently valid Office of Management and Budget (OMB) control number; or, in the case of information required by law or to obtain a benefit which is submitted to nine or fewer persons, fail to state that it is not subject to OMB review under *The Act*. If an agency has imposed a collection of information as a means to satisfy or prove a condition for receiving a benefit, or to prevent a penalty, and the information collection does not display a currently valid OMB control number, the agency won't treat a person's failure to comply as grounds for withholding the benefit or imposing the penalty. The agency shall instead permit respondents to prove or satisfy the legal conditions in any other reasonable manner (5 CFR 1320.4).

Report Control Symbol (RCS)—A standard agency designation (control number) for a report consisting of letters or numbers indicating that the report has been reviewed and approved according to Department of Defense- and Air Force-directed procedures.

Similar Methods (*As Specified in the Definition of "Public Information Collections" in this*

Glossary—"Similar methods" includes contracts, agreements, policy statements, plans, rules or regulations, planning requirements, circulars, directives, instructions, bulletins, requests for proposals or other procurement requirements, telegraphic or telephonic requests, and standard questionnaires used to monitor compliance with agency requirements.

The Act—*The Paperwork Reduction Act of 1980*, as amended 1986.

Attachment 2

COST ESTIMATING

A2.1. Cost analysis is a basic tool for effective reports management. Cost and benefits analyses enable managers to compare individual reporting requirements and to eliminate costly requirements. When developing cost estimates, personnel tailor the effort involved to the probable expense of a particular report. Consider these two factors to determine the amount of effort to expend in compiling reporting costs and the degree of accuracy you need:

A2.1.1. The higher the probable cost of a report, the more accurate you make the cost estimate.

A2.1.2. If the benefits of a report clearly outweigh its costs, you may not need as high a degree of accuracy as when the costs and benefits appear more evenly balanced. When benefits do not clearly outweigh probable costs, more precise cost estimates will allow you to better evaluate cost effectiveness.

A2.2. The costing methods of this attachment apply to the Air Force costs associated with collecting and using information for internal Air Force information requirements and interagency information collections. These costing methods cover the preparation of routine cost estimates.

A2.3. Submit OF 101, **Summary Worksheet for Estimating Reporting Costs**, for all internal and interagency reporting requirements in this instruction. Three basic reporting categories are listed on the OF 101:

- Developmental Costs (establishing the requirement).
- Operational Costs (collecting and processing the information).
- User Costs (interpreting and analyzing the results).

Five categories of costs included are:

- Direct Personnel (column a). Include workhours when estimating costs for an RCS report.
- Overhead (column b).
- Direct Equipment (column c).
- Direct Material (column d).
- Other Direct Costs (column e).

NOTE: See [Figure A2.1](#) for a sample of calculating costs.

1. Determine the direct reporting system cost:

Figure A2.1. Summary of Procedures for Calculating Reporting System Costs.

Personnel (salary and fringe benefits)	\$102,500
Equipment	4,750
Equipment Maintenance	3,200
Supplies	1,200

Printer Center Charges	1,000
	<hr/>
Direct System Cost	\$112,650

2. Determine the organization's total overhead cost:

Supervisory (salary and fringe benefits)	\$770,000
Clerical/technical (salary and fringe benefits)	180,000
Supplies	145,000
Common Distribution Items	98,000
Space/Utilities	93,000
	<hr/>
Total Overhead Cost	\$1,286,000

3. Compute the direct mission cost:

Organization's Total Budget	\$3,200,000
Total Overhead	-1,286,000
	<hr/>
Direct Mission Cost	\$1,914,000

4. Compute the overhead rate factor:

Total Overhead Cost	\$1,286,000
Divided By:	
Direct Mission Cost	\$1,914,000
	<hr/>
Overhead Rate Factor	66%

5. Compute the reporting system overhead cost:

Total Direct System Cost	\$112,650
Overhead Rate Factor	x .66
	<hr/>
System Overhead Cost	\$ 74,349

6. Determine the total reporting system cost:

Direct System Cost	\$112,650
System Overhead Cost	+74,349

Total Reporting System Cost	\$186,999
-----------------------------	-----------

A2.3.1. Direct Personnel Costs. (Include workhours to the costs in this column for RCS reports.) Direct personnel costs consist of direct labor and fringe benefits costs for both military and civilian personnel involved in a reporting system. Use costs in the accelerated pay columns in AFI 65-503, *US Air Force Cost and Planning Factors* (formerly AFR 173-13) to calculate both military and civilian personnel costs. These columns include fringe benefits. Calculate personnel costs by multiplying direct workhours by the accelerated hourly pay rate for the appropriate pay grade. If personnel costs are expressed in workyears, multiply the number of workyears times the number in the accelerated annual pay (workyear) column for the appropriate grade.

A2.3.2. Overhead (Indirect Costs). Overhead refers to costs an organization incurs in support of its mission. Allocate costs involved in a reporting activity as overhead. Include only overhead that will not continue if the report is eliminated. Overhead costs are the direct personnel costs multiplied by an overhead rate for the office. This rate typically runs from 25 to 100 percent.

- Compute the total overhead by adding up the cost of salaries and fringe benefits for supervisory, clerical, and technical personnel, supplies, space, utilities, telephone, and other common items. Ensure that only those costs which apply to internal organizational activities are included. Don't include production work. Don't include that portion of supervisory, clerical, and personnel salaries and fringe benefits that are directly involved in production. These qualify as direct costs.
- Compute the direct mission cost by subtracting the total overhead cost from the office's total annual budget.
- Compute the overhead rate by dividing the total overhead cost by the direct mission cost.

A2.3.3. Direct Equipment Costs and Direct Material Costs. Direct equipment, material, and supply costs are those directly expended on a reporting system or activity. These costs include computers, word processors, printers, microfilm readers, copiers, and calculators; magnetic tape, paper, microfilm, lubricants, and toner. In cases where the equipment is used for reporting and other purposes, prorate the cost so that only the share used specifically for reporting is included. The equipment cost includes the acquisition cost and the transportation and installation costs. Amortize the cost of the equipment over a period of 3, 5, or 10 years, depending on the useful life of the equipment. Include the annual equipment maintenance charges. Figure A2.2 shows the procedure for determining equipment costs.

Figure A2.2. Sample Calculation of Annual Equipment Costs.

<i>Item</i>	<i>Minicomputer</i>
Annual Cost	\$25,000
Annual Cost on 5 Year Amortization	\$ 5,000 (\$25,000 divided by 5 = \$5,000)
% of Time Used for Reporting Information	95%
Annual Equipment Cost (except maintenance)	\$ 4,750 (\$5,000 X 0.95 = \$4,750)

A2.3.4. Other Direct Costs. This category includes all costs for items other than personnel, equipment, materials, and supplies that can be directly attributed to a reporting activity. In most instances, they consist of purchased services and operations or activities for which fees are charged, such as postage and shipping, automatic data processing center charges, or printing charges. Charge-back user fees imposed on an office using a terminal to obtain information from a computer database fall under this category. If using a central processing unit (CPU) to complete a report, include an estimate of the cost of CPU time. (Consult functional experts on such costs if these are not readily available.)

A2.4. Exclude the cost of an input feeder report that would continue independently. However, if you modify the feeder report to serve as input to your reporting requirement, include the developmental and operational costs resulting from the modification. Don't include any costs resulting from organizational functions that would continue in the absence of the report. For example, the cost of data needed to produce the payroll is not a cost charged with a report using payroll data.

Attachment 3

SAMPLE OF 101, SUMMARY WORKSHEET FOR ESTIMATING REPORTING COSTS

Figure A3.1. Sample Summary Worksheet for Estimating Reporting Costs.

SUMMARY WORKSHEET FOR ESTIMATING REPORTING COSTS									
REPORT SYMBOL	REPORT TITLE	ESTIMATE PREPARED BY		DATE					
RCS: IIAF-SGS(A)94XX	Annual Report of Transmissions	I.M. Estimator		10 Feb 94					
FACTORS		COSTS (\$)							
REPORTING CATEGORIES	REPORTING ACTIVITIES	DIRECT PERSONNEL (a)	OVERHEAD 6.6% of column (a) (b)	DIRECT EQUIPMENT (c)	DIRECT MATERIAL (d)	OTHER DIRECT COSTS (e)	TOTAL (a+b+c+d+e) (f)		
DEVELOPMENTAL COSTS	1. Specification of Reporting Requirement	(9) 217	143	-	-	-	360		
	2. Analysis of Reporting Requirement	(16) 412	272	-	-	-	684		
	3. Design of Reporting System	(16) 289	191	-	-	-	67,480		
	4. Installation of Reporting System	(40) 722	477	4,000	-	43,000	48,199		
5. DEVELOPMENTAL COSTS		(Add totals in column f)							
		116,723							
OPERATIONAL COSTS	6. Data Collection	(4) 49	32	-	1,000	48,000	49,081		
	7. Data Processing	(2) 24	16	2,000	-	-	2,040		
	8. Data Transmission	-	-	-	-	-	-		
	9. OPERATIONAL COSTS FOR ONE REPORT	(Add totals in column f)							
		51,121							
10. ANNUAL OPERATIONAL COSTS		(Costs for one report multiplied by frequency per year)							
USER COSTS	11. Refining, Interpreting, and Analyzing Information Received	(16) 289	191	-	-	-	480		
	12. Reading, Reviewing, Discussing, and Documenting Information Presented	(48) 1,089	725	-	-	-	1,824		
	13. USER COSTS FOR ONE REPORT	(Add totals in column f)							
			2,304						
14. ANNUAL USER COSTS		(Costs for one report multiplied by frequency per year)							
		2,304							

NOTE: (Estimates of reporting costs should be prepared in accordance with GUIDE TO ESTIMATING REPORTING COSTS which is issued by GSA/INARS/NR)

(*) Denotes Workhours

OPTIONAL FORM 101
FEBRUARY 1974
GENERAL SERVICES ADMINISTRATION

Attachment 4

SAMPLE SF 83, REQUEST FOR OMB REVIEW

Figure A4.1. Sample SF 83, Request for OMB Review.

Standard Form 83 (Rev. September 1983)	<h2 style="margin: 0;">Request for OMB Review</h2>															
Important Read instructions before completing form. Do not use the same SF 83 to request both an Executive Order 12291 review and approval under the Paperwork Reduction Act. Answer all questions in Part I. If this request is for review under E.O. 12291, complete Part II and sign the regulatory certification. If this request is for approval under the Paperwork Reduction Act and 5 CFR 1320, skip Part II, complete Part III and sign the paperwork certification.																
Send three copies of this form, the material to be reviewed, and the paperwork—three copies of the supporting statement, to: Office of Information and Regulatory Affairs Office of Management and Budget Attention: Docket Library, Room 3201 Washington, DC 20503																
PART I.—Complete This Part for All Requests.																
1. Department/agency and Bureau/office originating request Department of Defense United States Air Force United States Air Force Museum/XO, Wright-Patterson AFB, OH 45433-6518	2. Agency code 0 7 0 1															
3. Name of person who can best answer questions regarding this request Bonnie Holtmann	Telephone number (513) 255-8099															
4. Title of information collection or rulemaking USAF Museum System Volunteer Application																
5. Legal authority for information collection or rule (cite United States Code, Public Law, or Executive Order) 10 USC 81, Sec 1588 or																
6. Affected public (check all that apply): <table style="width: 100%;"> <tr> <td>1 <input checked="" type="checkbox"/> Individuals or households</td> <td>3 <input type="checkbox"/> Farms</td> <td>5 <input type="checkbox"/> Federal agencies or employees</td> </tr> <tr> <td>2 <input type="checkbox"/> State or local governments</td> <td>4 <input type="checkbox"/> Businesses or other for-profit</td> <td>6 <input type="checkbox"/> Non-profit institutions</td> </tr> <tr> <td></td> <td></td> <td>7 <input type="checkbox"/> Small businesses or organizations</td> </tr> </table>		1 <input checked="" type="checkbox"/> Individuals or households	3 <input type="checkbox"/> Farms	5 <input type="checkbox"/> Federal agencies or employees	2 <input type="checkbox"/> State or local governments	4 <input type="checkbox"/> Businesses or other for-profit	6 <input type="checkbox"/> Non-profit institutions			7 <input type="checkbox"/> Small businesses or organizations						
1 <input checked="" type="checkbox"/> Individuals or households	3 <input type="checkbox"/> Farms	5 <input type="checkbox"/> Federal agencies or employees														
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		7 <input type="checkbox"/> Small businesses or organizations														
PART II.—Complete This Part Only if the Request is for OMB Review Under Executive Order 12291																
7. Regulation Identifier Number (RIN) _____ or, None assigned <input type="checkbox"/>																
8. Type of submission (check one in each category): <table style="width: 100%;"> <tr> <th style="text-align: left;">Classification</th> <th style="text-align: left;">Stage of development</th> <th style="text-align: left;">Type of review requested</th> </tr> <tr> <td>1 <input type="checkbox"/> Major</td> <td>1 <input type="checkbox"/> Proposed or draft</td> <td>1 <input type="checkbox"/> Standard</td> </tr> <tr> <td>2 <input type="checkbox"/> Nonmajor</td> <td>2 <input type="checkbox"/> Final or interim final, with prior proposal</td> <td>2 <input type="checkbox"/> Pending</td> </tr> <tr> <td></td> <td>3 <input type="checkbox"/> Final or interim final, without prior proposal</td> <td>3 <input type="checkbox"/> Emergency</td> </tr> <tr> <td></td> <td></td> <td>4 <input type="checkbox"/> Statutory or judicial deadline</td> </tr> </table>		Classification	Stage of development	Type of review requested	1 <input type="checkbox"/> Major	1 <input type="checkbox"/> Proposed or draft	1 <input type="checkbox"/> Standard	2 <input type="checkbox"/> Nonmajor	2 <input type="checkbox"/> Final or interim final, with prior proposal	2 <input type="checkbox"/> Pending		3 <input type="checkbox"/> Final or interim final, without prior proposal	3 <input type="checkbox"/> Emergency			4 <input type="checkbox"/> Statutory or judicial deadline
Classification	Stage of development	Type of review requested														
1 <input type="checkbox"/> Major	1 <input type="checkbox"/> Proposed or draft	1 <input type="checkbox"/> Standard														
2 <input type="checkbox"/> Nonmajor	2 <input type="checkbox"/> Final or interim final, with prior proposal	2 <input type="checkbox"/> Pending														
	3 <input type="checkbox"/> Final or interim final, without prior proposal	3 <input type="checkbox"/> Emergency														
		4 <input type="checkbox"/> Statutory or judicial deadline														
9. CFR section affected _____ CFR																
10. Does this regulation contain reporting or recordkeeping requirements that require OMB approval under the Paperwork Reduction Act and 5 CFR 1320? <input type="checkbox"/> Yes <input type="checkbox"/> No																
11. If a major rule, is there a regulatory impact analysis attached? 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No If "No," did OMB waive the analysis? 3 <input type="checkbox"/> Yes 4 <input type="checkbox"/> No																
Certification for Regulatory Submissions In submitting this request for OMB review, the authorized regulatory contact and the program official certify that the requirements of E.O. 12291 and any applicable policy directives have been complied with.																
Signature of program official _____	Date _____															
Signature of authorized regulatory contact _____	Date _____															
12. (OMB use only)																
Provided to you by the NSN 7540-01-634-4034																
83-108																
Standard Form 83, Rev. 9-83 Prescribed by GMB 5 CFR 1320 and E.O. 12291																

Attachment 5**SAMPLE SUPPORTING STATEMENT SUPPORTING STATEMENT****A. Justification:**

1. The US Air Force Museum System (USAFMS) consists of the Air Force's national museum at Wright-Patterson Air Force Base, Ohio, Air Force field museums, Air Force historical holdings, and air-parks. The USAFMS is responsible for the acquisition, care, control, and disposition of all Air Force historical property. The US Air Force Museum depicts the general history of the Air Force. It maintains the prime Air Force historical collection for the Air Force and is responsible for preserving the Air Force's material culture and heritage. The museum's Manager of Volunteer Services is responsible for providing quality volunteers to assist in all areas of the museum operation, freeing salaried staff to fulfill their management, operations, and education responsibilities. The use of volunteers in military museum programs is authorized by 10 U.S.C. 81, Section 1588, and regulated within the Air Force by Air Force Instruction 35-204. The museum encourages teamwork between salaried staff and volunteers so visitors are provided the best possible service. Volunteers contribute unique talent, skill, and knowledge of aviation history, as well as their valuable time, to provide personalized attention to the public. Information collected on the US Air Force Museum System Volunteer Application will be used by the volunteer program manager to determine applicant preferences for work assignment, special skills the applicant has, and the amount of time the applicant is willing to donate to the museum program. Basic personal data (name, address, telephone, etc.) will be used to contact the applicant after the application has been reviewed and a decision made on selection or rejection. Selection and work assignments throughout the museum will be based largely on the information provided on AF Form 3569, USAF Museum System Volunteer Application. The form also will aid the volunteer program manager in determining the most effective means of recruitment. Emergency data is required to contact next of kin in the event of an emergency involving the volunteer.

2. This information collection will be completed by members of the public desiring to volunteer their time and talent to the US Air Force Museum Program. Museums throughout the USAFMS will use the information provided to evaluate and select volunteers for their museum programs. If the data contained in the AF Form 3569 is not available, the museum system will have no meaningful way to select volunteers and match applicant skills and desires with individual museum needs.

3. Other methods were considered, however, there is no technological alternative. The data requested and the means of obtaining it have been reduced to the simplest level. No mailings are made; the data is collected at the museum; and it is provided by the applicants as they complete the form without the need of outside assistance.

4. Other Air Force programs were researched to determine the potential for duplication; the only other organized Air Force use of volunteers is in the area of family support. This form does not duplicate any document or form used in that program.

5. There is not similar information available.
6. This collection of information does not involve small businesses or other small entities.
7. Data is collected only once for each applicant; it cannot be collected less frequently.
8. The collection of information is not inconsistent with the guidelines in 5 CFR 1320.6.
9. Personal and telephone contacts were made in 1990 to US Air Force museums and agencies, non-Air Force museums, and nonprofit agencies for the purpose of examining and comparing different methods used to collect written, personal information from new volunteers. The number of outside organizations represented by these agencies is unknown.

a. Agencies and volunteer administrators contacted:

- (1) Ms Carol Nash, Hill AFB Museum, UT, DSN 458-6818.
- (2) Mr Steve Draper, Lowry AFB Heritage Museum, CO, DSN 426-3028.
- (3) Ms Kay Wilz, March AFB Field Museum Foundation, CA, DSN 947-3725.
- (4) Ms Kathleen McCleskey, Langley AFB, VA, DSN 680-2404.
- (5) Ms Patricia Long, National Air & Space Museum, DC, 202-357-1504.
- (6) Ms Mary Williams, Veterans Administration Hospital, OH, 513-268-6511, Ext 2162.
- (7) Ms Pamela Huber, Wright-Patterson AFB Family Support Center, OH, DSN 787-3592.
- (8) Ms Esther Burns, Wright-Patterson AFB Red Cross, OH, DSN 787-9876.
- (9) Mr Thomas Swanton, Tuscon Air Museum of Pima County, AZ, 602-574-0462.
- (10) Jan Cullenen, Ohio's Center of Science and Industry Museum, OH, 614-228-2674, Ext 240.
- (11) Ms Edna Ruefner, Voluntary Action Center, Dayton United Way Agency, OH, 513-225-3068.
- (12) Ms Shirley Hokenson, Retired Senior Volunteer Program, Springfield, OH. 513-323-4948.
- (13) Ms Suzanne Edmundson, Retired Senior Volunteer Program, Dayton, OH, 513-223-8246.

b. Results revealed that recordkeeping requirements differ. Our conclusion was to develop a form to fit the needs of the US Air Force Museum and the US Air Force Museum Program. No other public contacts were made.

10. The Privacy Act Statement on the AF Form 3569 assures compliance with the Privacy Act. Respondents are assured that the information is used only by Air Force museum personnel to effectively place the applicant in the USAFMS volunteer program.

11. No sensitive information is requested.

12. Annual cost to the Federal Government and respondents:

a. Cost to the Government:

Printing	\$50
Review and Processing Time 15 min per form	
(GS-7 hourly wage \$10.88 x 15 min x 500 forms)	<u>\$1,360</u>
TOTAL:	\$1,410

b. Cost to Respondents:

Postage (\$.29 x 500)	\$145
Form Completion Time 30 min per form (GS-7 Equivalent Hourly Wage \$10.88 x 30 min x 500 forms)	<u>\$2,720</u>
TOTAL:	\$2,865

13. It will take 500 annual applicants 30 minutes each to complete the form; 30 minutes x 500 = 250 annual burden hours. This information collection was not included in the FY 94 DoD Information Collection Budget (ICB) because it is a new requirement identified after budget submissions were completed.

14. This is a new form; therefore, the annual 250-hour burden is an increase to the OMB inventory.

15. Results will not be published for statistical purposes.

B. Collections of Information Employing Statistical Methods. This collection of information does not employ statistical methods.